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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

MEMORANDUM

TO: Local School District Business Manager

FROM: Greg Lantzy, Supervisor
Pupil Transportation and Driver Education Program

DATE: April 12, 2004

SUBJECT: Driver Education Reimbursement Report for FY2004

As outlined in the correspondence from Julie Stark dated January 15, 2004, it is still our intent to have the driver education reimbursement reporting period moved up to this spring (probably during the months of May and June). Individuals with MEIS security access forms on file will not need to re-submit those forms. However, if another person will be submitting the FY2004 driver education report, they will need to complete the security access form and return it to the department. Information (and the MEIS security access form) is available on the website listed below (including staff contact information).

With this in mind, it is imperative that those schools which have students who are eligible for direct reimbursement (as identified on the certificate of student participation form) notify those students that they should obtain and/or return the forms to the school in a timely manner. To reiterate, a student who started **or** finished a segment 1 class during the months of October, November, December (2003) and January (2004), successfully completed the class, and met all other requirements of eligibility, may be claimed for reimbursement. Thus, if a student started a segment 1 class last September (or before), they are eligible as long as the class finished no earlier than October 1, 2003. If a student attended a segment 1 class that concluded in February or later (and successfully completed it), they are eligible as long as the class started no later than January 31, 2004. Again, this is just to identify the time frame for eligible students. One of the other conditions of eligibility (as outlined on the participation form) must also be met.

Likewise, for public schools that offer driver education, students who complete segment 1 classes and meet the time frame listed above will be eligible to be claimed for reimbursement.

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It is expected that all schools will submit reports this spring. This includes public schools that offer driver education, but did not offer a segment 1 class during the October through January time period. If your district does not offer driver education, and you are only submitting a report for reimbursement to students, this will be your last reimbursement report. Schools that offer driver education (segment 1 and/or segment 2) will submit a report in the fall which will include all classes and associated costs conducted during FY2004 (a report similar to the FY2003 final reimbursement report).

I recommend that your district set a deadline of no later than May 31st for students to turn in the certificate of student participation forms. That would give students sufficient time to return the forms to your district, and give you ample time to submit the report to the department. At this point, it appears that the deadline for schools to report will be June 30, 2004. If that date changes, it would only be moved back; it would not be any earlier. We will notify you in writing when MEIS access will commence.

We will be continually updating the driver education website with information. To access it, go to <http://www.michigan.gov/mde>, in the search box type in "driver education," and click on the first result. Copies of this letter and other correspondence regarding FY2004 driver education reporting will also be available on website.

Please share this information with all school district personnel who are involved with driver education.